

## INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> <p style="text-align: center;">Kampala</p>	<b>2. AGENCY</b> <p style="text-align: center;">State</p>	<b>3a. POSITION NUMBER</b> <p style="text-align: center;">97028201</p>
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**     Yes     No

**4. REASON FOR SUBMISSION**

a. Reclassification of duties: This position replaces

Position No. \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) Update of duties.

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority <b>Mission HR Office</b>				
b. Other				
c. Proposed by Initiating Office	Consular Assistant, FSN-1405	FP-07		

<b>6. POST TITLE POSITION (if different from official title)</b> CONSULAR ASSISTANT	<b>7. NAME OF EMPLOYEE</b>
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<b>8. OFFICE/SECTION</b> CONSULAR	a. First Subdivision
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b. Second Subdivision	c. Third Subdivision
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<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>
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_____ Typed Name and Signature of Employee      Date(mm-dd-yy)	_____ Typed Name and Signature of Supervisor      Date(mm-dd-yy)
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>
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_____ Name and Signature of Section Chief or Agency Head      Date(mm-dd-yy)	_____ Name and Signature of Admin or Human Resources      Date(mm-dd-yy)
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**13. BASIC FUNCTION OF POSITION**

The incumbent will perform Consular Assistant duties in the Consular Section including understanding and applying complex citizenship and visa regulations in support of the work of the Consular Section, and performing a wide range of functions within the section.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Incumbent is responsible for preparing passport and Consular Report of Birth Abroad applications for adjudication. Advises adjudicators of any inconsistencies or flag possible fraud in cases. Accepts applications for emergency services and prepares cases for Consular Chief or Consular Officer. Explains requirements for ACS services to clients, and ensures files are complete before adjudication. Uses judgment in recommending cases for issuance, denial, or further investigation. **30%**

Manages consular correspondence, including tracking Congressional correspondence, drafting responses for Consular Chief's signature, and managing public email inquiries. **20%**

Is responsible for the DNA portfolio. Supervises sample collection, carefully logs and tracks sampling kits to ensure integrity of chain of custody. **20%**

Supports NIV and IV units when necessary, including collecting biometrics. Serves as primary back up for the ACS assistant. Performs other duties as assigned. **30%**

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of two years college studies in business administration, liberal arts or science.

b. Prior Work Experience:

Two years' work experience in administration or a customer service oriented environment is required.

c. Post Entry Training: N/A

d. Language Proficiency: Level IV (Fluent) speaking/reading/writing English is required.

e. Job Knowledge:

General knowledge of administrative and office procedures; general knowledge of the consular operations, management practices and a general understanding of USG organizational structure, including the ability to appreciate political nuances and cultural sensitivities is required.

f. Skills and Abilities:

Typing level III (40wpm). Excellent communication and interpersonal skills. Ability to deal effectively with a culturally diverse public and to work diplomatically under pressure. Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint and Outlook), Internet, and ability to master Consular software applications. Possession of Secret security clearance is required.

**This position description in no way states or implies that these are the only duties to be performed by the incumbent. Incumbent will be required to follow any other instructions and to perform any other duties requested by his or her Agency.**

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#### 16. POSITION ELEMENTS

a. Supervision Received

Supervised by the Consular Section Chief and, in her absence, the Acting Consular Section Chief.

b. Supervision Exercised

None.

c. Available Guidelines

Foreign Affairs Manual (Consular); State Department regulations and guidelines; NIV rules and regulations; cables, records on precedent cases, published and unpublished information related to functional duties.

d. Exercise of Judgment

Judgment is an important aspect of the position as incumbent will be required to work independently while preparing American Citizen Services (ACS) and visa cases for adjudication, investigating possible passport and visa fraud, and responding to public inquiries.

e. Authority to Make Commitments

None, unless as instructed by the supervisor.

f. Nature, Level and Purpose of Contacts

Contacts with private American citizens, other Mission offices, host country officials, and members of the public seeking information on ACS and other types of services.

g. Time Required to Reach Full Performance Level

12 months.